

	PROCEDURES FOR RELEASING ITEMS FROM IMPOUND	Operations Order 5.8.09
PHOENIX POLICE DEPARTMENT	Rev. 10/19	PAGE 1

1. **RELEASING/DISPOSITION OF ITEMS FROM IMPOUND**

	(1) TYPE OF DISPOSITION	(2) RELEASE/DISPOSAL CRITERIA
A. Impounded Items	(a) Found; Prisoner's; Safekeeping (b) Evidence	(a) Immediately (unless moved to Evidence) (b) Review: Case Status and/or Statute of Limitations (sections 1.B and 1.C of this order)
B. Case Status	(a) Cases with authorization for release/disposal from MCAO or City Court; Closed – Cleared (when not needed as aides to prosecution); Closed - Victim Refused/Declined; Turn down (no option for re-submittal and when not needed as aides to prosecution) (b) Reviewed-Limited Info for Prosecution with Closed-All Leads Exhausted (c) Reviewed-Limited Info for Prosecution to Pended	(a) Immediately, and/or retain impounded items with the review and approval of a supervisor (b) 90 days (c) Review: Statute of Limitations (section 1.C of this addendum)
C. Statute of Limitations ARS 13-107	(a) Petty offense (b) Misdemeanor (c) Felony class 2-6 (d) Offenses outlined in ARS 13-107	(a) Six months (b) One year (c) Seven years or 2/3 sentence as prescribed by MCAO (d) No time limitations
D. Guns	(a) Owner's rights restored (case concluded) (b) Prohibited possessors (case concluded) (c) Domestic violence – Safekeeping (d) Orders of Protection	(a) Immediately (b) Immediately (FI, letter to prohibited person) (c) 72 Hours (six months - Safekeeping under an IR) (d) One year (if not renewed or dismissed)
E. Vehicles	Vehicles	Review: Case Status and/or Statute of Limitations (sections 1.B and 1.C of this addendum)
F. Special Cases	Charged cases	Do not follow Statute of Limitations; If there is a summons, warrant, or complaint, research through the City Prosecutor's office, County Attorney's office, or Juvenile Court Center (JCC) to determine if the case is CONCLUDED and there are no pending appeals.

Last Organizational Review: